

# Exporting from EZ to Streets and Trips

First login to your EZ account on the web  
Select the search option

The screenshot shows the ezInspections.com website. The 'Search' option in the top navigation bar is circled in red. Below the navigation bar, there is a table titled 'Current jobs for Park John - NV167'. The table has columns for Job Name, Job Id, Address, Order, Rep Due, Compl, Submitted, Client / Prod, Atte, and Sts. Two jobs are listed:

	Job Name	Job Id	Address	Order	Rep Due	Compl	Submitted	Client / Prod	Atte	Sts
1	BAFS - Verify Occupancy	26054670	7716 TULEAR STREET, RENO, NV 89502-0000	09/16	10/06			Bank of America / CW-INSP		!
2	FA - Borrower Interview	217290894	22305 RED ROCK RD, RENO, NV 89508	10/01	10/07			First American / FA-INSP		!

At the bottom of the table, it says 'Total: 2 Page 1'. Below the table, there is a status legend: Status: ? -Unassigned ! -Pending ✓ -Incomplete ✓ -Complete Ⓞ -Verified Ⓜ -Submitted ✗ -Cancelled

Check the 'Pending', 'Incomplete', and 'Display search results in One Page' options and click search. If you only want to select specific zip codes then put them in the zip codes search box as well

The screenshot shows the 'Search Jobs' form on the ezInspections.com website. Several options are highlighted with red circles:

- The 'Zipcodes' field, which is empty and has the instruction 'Separate each by a comma' below it.
- The 'Job Status' section, where the 'Pending' checkbox is checked.
- The 'Sort By' dropdown menu, which is set to 'Rep Due Date'.
- The 'Display Search Result in One Page' checkbox, which is checked.

Other visible options include: EZI System ID, Job ID, State (dropdown), Inspected Date (from/to), Due Date (from/to), Customer (dropdown), Product (dropdown), Accounting Status (checkboxes for Invoiced, Paid, Rep-paid), Pending Bid?, Archived, and Sort Order (radio buttons for Ascending/Descending). Buttons for Search, Export, Reset, and Back are at the bottom.

You should have all of your outstanding inspections on one page. Click the checkbox on the header to select all of the inspections on the page

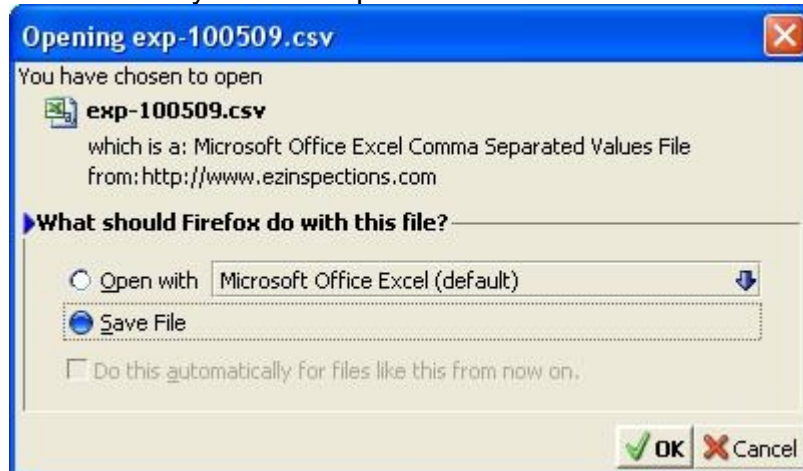


Now click the 'export' icon and select 'Selected Contacts for Mapping/Routing'

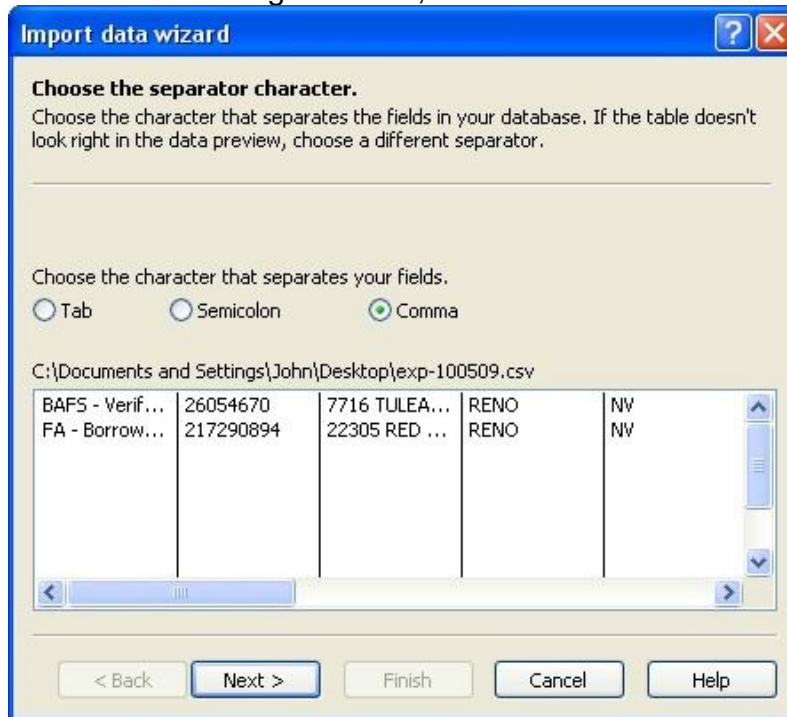


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Save the file to your desktop or wherever is convenient for you



Now open Streets and Trips, Select the 'route' menu and select 'route planner', then select 'data' and 'data import wizard'. You will be prompted to select the data file that we just created. Do so and then you will get this window. All of the settings are fine, select next...



In this window we want to change the data type in the job name column and the Company column all the way over to the right to <other data> Click finish and you should see a map with pushpins with the selected inspections. In some areas not all of the addresses will be found in S&T. You will be prompted to select from several options which might not be correct. Note these addresses and select skip to go on to the next address. You will need to find these addresses using other resources including Google maps, your local county assessor site, etc.



Now you will need to select the box tool or the freehand tool and draw around all of the pushpins that you want to include



Now click on the 'add to route' button which will add all of the selected pushpins to the route.



There is an optimize stops button at the bottom of this window that will be available as long as you have more than two inspections. If you manually select your desired starting point and ending point, then select optimize stops, S&T will create what it thinks is the most efficient route.

